



## COMMUNITY DEVELOPMENT DEPARTMENT Building & Fire Safety Division

### eTRAKiT Procedure and Permit Information – Water Heater Replacement

Online permits are available for residential gas storage-tank domestic hot water heaters  $\leq 75,000$  Btu/Hr (heating input). Instantaneous (i.e. tankless) water heater permits require more information and are not available online. Additionally, the California Energy Commission does not allow residential electric resistance storage tank water heaters where gas service is available.

#### **Prior to eTRAKiT Login:**

In order to obtain a permit to replace a water heater, energy form [CF1R-ALT-ResTankWaterHeater](#) must be filled out and attached to the online application. The top of this form requires general information about the property and the replacement water heater to be installed. The volume, rated gas input, and efficiency specific to the proposed water heater must be filled out (columns “F” through “H”). The minimum required efficiency, specified in terms of the energy factor (EF), is a function of the tank’s volume in gallons and is computed automatically in columns “J” through “L”. The applicant must verify that the proposed water heater efficiency is compliant (column “M”).

Note that a water heater replacement also requires pipe insulation for both hot and cold water pipes per the requirements summarized on the form.

The contact information at the bottom of the form must be filled out. The completed form must be saved on your local device in order to attach it to the permit application electronically in eTRAKiT.

Unless the applicant is a California licensed contractor, the [Owner-Builder Verification](#) form must also be filled out completely and attached to the permit application.

#### **Permit Application:**

Sign in to eTRAKiT using your username and password. Go to the “Permits” tab and select “Apply”. Select the Permit Type from the drop down menu, which will be “Basic Residential (Replacement)” in this case. Select the Permit Subtype, only one of which in this case will pertain to water heater replacements. Enter a short description and valuation of the proposed work and specify the address to which this permit application will pertain. Under the “Attachments” section, select and upload the completed CF1R-ALT-ResTankWaterHeater energy form and, if applicable, the Owner-Builder Verification form.

Review all permit application information prior to submittal. Once submitted, a vicinity map and permit / property information screen will appear once it has finished processing. **The status of the application will be updated to “E Under Review” – change to simply “Under Review”.**

### **Permit Review:**

The permit application is under review by City of Fairfield Building Division staff once initially processed. This and any other permit applications may be tracked under the section “My Active Permits” accessed through the “My Dashboard” link on the menu bar to the left of the screen. This area may be used to track the status of active permits as well as their associated inspections. Once the application has been approved by staff (typically by the end of the next business day unless more information is required), the status will be changed to “Approved”. At this point, click the “Pay Fees” link on “My Dashboard” to complete the required transaction. Once completed, the permit status will change to “Issued”.

### **Permit Issuance:**

Once issued, the permit applicant / holder is responsible for printing the building permit, the permit inspection card, and any associated attached forms (such as energy forms, etc.). **These documents must be on site and available to the building inspector at the time of inspection(s).**

### **Permit Inspection / Final:**

Inspections may be scheduled via the “Schedule” link on the menu bar to the left of the screen. The cut-off time for scheduling inspections is 3:00 PM of the business day prior to the desired inspection date. The existing phone inspection line (707-428-7570) will also remain active to schedule inspections.

In addition to the information printed on page 1 of form CR1R-ALT-ResTankWaterHeater, page 2 contains selected information compiled from the California Plumbing Code that will also apply to the water heater replacement inspection(s). Additional items may also apply, but the ones noted address most of the commonly asked questions.

Additionally, California law requires smoke and carbon monoxide detectors to be present at all required locations and to be verified at the point of building permit inspection of any alteration requiring a building permit. The applicant must fill out the [Smoke / CO Detector Self-Certification](#) form and **present this form as well to the building inspector in order to final the permit.**